



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, May 04, 2016**  
**MEETING MINUTES**

**PURPOSE:** Participatory Governance Leaders Meeting  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 – 3:00 PM / First and Third Wednesdays

ITEM	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:32	Welcome + Announcements	Messina	
2	1:32-1:35	Approval of Minutes: April 20, 2016	Messina	Approval
3	1:35-1:55	Facilities Master Plan Presentation ( <i>Information Item</i> )	Davis Visas	
4	1:55-2:00	Foothill Transfer Center Plan ( <i>2<sup>nd</sup> Read</i> )	Transfer Workgroup Tri-Chairs	Approval
5	2:00-2:15	Program Review Committee (PRC) Recommendations ( <i>2<sup>nd</sup> Read</i> )	LaManque	Approval
6	2:15-2:25	Accreditation Survey Questions ( <i>2<sup>nd</sup> Read</i> )	LaManque / Kuo	Approval
7	2:25-2:35	Planning Structure Survey – Results ( <i>Information Item</i> )	Messina / Kuo	
8	2:35-2:40	Revised District Mission Statement ( <i>Information Item</i> )	Messina / Ulate	
9	2:40-2:50	New Apprenticeship Program Applications ( <i>1<sup>st</sup> Read</i> )	LaManque / Ellis	
10	2:50-3:00	Program Proposal – AD-T in Public Health ( <i>1<sup>st</sup> Read</i> )	Treanor	

**FUTURE MEETINGS:** May 18, June 1, June 15

**UPCOMING EVENTS:** Courageous Conversations (May 26-27)

**PaRC MEMBERS PRESENT:** Donna Wolf, Bernata Slater, Bernie Day, Breeze Wen Liu, Carolyn Holcroft, Maureen McCarthy, Debbie Lee, Denise Perez, Karen Smith, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Roberto Sias, Dawn Girardelli, Courtney Cooper,

**EX-OFFICIO PRESENT:** Andrea Hanstein, Andrew LaManque, Justin Schultz, Denise Swett, Laureen Balducci, Karen Erickson

**GUESTS:** Deborah Shipley, Bonav Duprat, Shirley Treanor

## **(1) WELCOME + ANNOUNCEMENTS**

PaRC welcomed Deborah Shipley from Ginsler, Inc, the consulting firm that has been helping with the development of the Facilities Master Plan. It was shared that the Board of Trustees provided positive feedback regarding ASFC's presentation of their budget and spending plan. Courtney Cooper added that she attended the 2016 Student Senate General Assembly, which was an excellent opportunity to build relationship with the student governments from other colleges.

## **(2) APPROVAL OF MINUTES: APRIL 20, 2016**

The minutes from the April 20, 2016 PaRC meeting were approved by consensus.

## **(3) FACILITIES MASTER PLAN PRESENTATION**

Deborah Shipley presented on the major components of the Foothill College Facilities Master Plan (FMP). The presentation focused on the following topics: (a) planning process, (b) Facilities Master Plan document, (c) sustainability workshop, (d) draft recommendations, (e) Sunnyvale Center master plan, and (f) next steps. During the presentation, feedback was provided – such feedback included:

- Slide 47: *Promote Student Success – Reduce barriers and facilitate equitable access to programs and student services* ... what is meant my programs?
- Slide 48: *Draft Recommendations Map* ... add another color to existing builds that need renovation or will be renovated in the future.
- Slide 49: *Facilities Recommendations* ... possibly add Option # 3 which includes all student services in one building, to avoid the possible perception of a separation of services for “normal” students versus “other” students
- In general, signage and ease of mobility were noted as major issues and deserving of continued discussion/consideration.

A copy of the presentation can be found here: [http://www.foothill.edu/president/parc/minutes/parc2015-16/05.04.16/20160504\\_FH\\_FMP\\_PaRC.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/05.04.16/20160504_FH_FMP_PaRC.pdf)

## **(4) FOOTHILL TRANSFER CENTER PLAN (2<sup>nd</sup> Read)**

Lan Truong presented on the updated Transfer Center Plan, which includes detailed information regarding the 6 Transfer Center goals/objectives. For each of the goals/objectives, associated activities, responsible positions, timelines, methods of evaluation and additional comments were listed. Promotion and cross-collaboration across the campus is also planned. The Transfer Center Plan was approved by consensus.

## **(5) PRC RECOMMENDATIONS (2<sup>nd</sup> Read)**

The PRC recommendations for the individual programs/departments that completed comprehensive program reviews were approved by consensus. The individual recommendation summary sheets will be emailed out the departments and an invitation to discuss the commendations, suggestions, and/or recommendations with PRC will be given. PRC is currently drafting the campus-wide observations and recommendations – these will be presented at an upcoming PaRC meeting.

## **(6) ACCREDITATION SURVEY QUESTIONS (2<sup>nd</sup> Read)**

In preparation for distribution of the accreditation survey for employees (mid to late May) and students (late May to early June), the survey questions were given to PaRC for review. It was suggested that Institutional Research explore the possibility of adding “seeking an AD-T degree” as an option for Section 1 of the student survey. The survey questions (employee + student) were approved by consensus.

## **(7) PLANNING STRUCTURE SURVEY - RESULTS**

This item is being postponed until the Wednesday, May 11, 2016 – Participatory Governance Meeting # 1.

### **(8) REVISED DISTRICT MISSION STATEMENT**

Kimberlee Messina presented the revised FHDA District Mission Statement, as provided by David Ulate. It was clarified that the core values mentioned are specifically the District core values, not those of the College(s).

The full revised Mission Statement can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/05.04.16/Revised\\_District\\_Mission\\_05.04.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/05.04.16/Revised_District_Mission_05.04.pdf)

### **(9) PROGRAM APPLICATIONS – APPRENTICESHIP** *(1<sup>st</sup> Read)*

Seven program applications were presented to PaRC for discussion. These applications are for apprenticeship AS degrees and certificates of achievement in existing career areas, but with new names due to the associated union locations (San Mateo, CA and Sacramento, CA) and slightly different grouping of coursework. PaRC asked if Apprenticeship can check with the State Chancellor's Office to determine if new program applications are truly needed or if the same degree or certificate can be given, yet offer different elective courses based on the geographic area (e.g. Elective A for San Mateo, Elective B for Sacramento). These program applications will also need to go through the BSS Curriculum Committee for discussion and approval. Any feedback or questions should be directed to David Ellis.

### **(10) PROGRAM APPLICATION – AD-T in PUBLIC HEALTH** *(1<sup>st</sup> Read)*

Shirley Treanor presented on the program application submitted for review for the AD-T in Public Health. While AD-Ts do not normally need to go to PaRC for discussion and approval, this AD-T does not have an existing AA/AS degree associated with the program. This transfer degree can be achieved with the existing coursework offered at Foothill College. Only 1 new class, Public Health Information, was needed – CSU and IGETC GE approval has been granted for this new course. Please email Shirley Treanor with any feedback or questions.